

**CALIFORNIA BOARD OF ACCOUNTANCY**

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## **Quality...Commitment...Results**

### **Appointment Opportunities to Board Committees**

### **Deadline to Apply – October 31, 2008**

The Board is actively recruiting licensees with diversified backgrounds who have the technical skills, the interest, and the commitment to serve on either the Administrative Committee or Qualifications Committee for the year 2009. Being a committee member is an opportunity to actively participate in the regulation of the accountancy profession and to become an integral part of an organization charged with providing consumer protection amidst changing consumer demographics and the evolving nature of the profession. Your service benefits both the consumer and the profession.

Committee appointments are for a term of two years; appointed individuals may serve a maximum of four terms. Committee members receive a *per diem* of \$100 for each day spent in the discharge of official duties and are reimbursed under state policies for travel and other expenses incurred in the performance of committee duties.

All applicants requesting appointment to a Board advisory committee must be actively licensed to practice public accounting for a minimum of two years prior to the appointment and, if appointed, maintain an active license status during tenure on the committee. There must also be no pending enforcement actions against the licensee. Candidates will also be reviewed for any results of Report Quality Monitoring Committee, Sections 69 and 89.1 work paper, and continuing education reviews.

Each committee's activities and required time commitments vary and are as follows:

#### **ADMINISTRATIVE COMMITTEE**

The Administrative Committee assists the Board in an advisory capacity with its enforcement activities by receiving and investigating complaints against licensees. The committee monitors enforcement investigations, conducts investigative hearings, and may recommend a course of action upon the conclusion of investigations. The committee also considers, formulates and proposes policies and procedures related to the Board's Enforcement Program. This committee is limited by statute to a membership of 13 licensees. It meets four to five times a year, generally for one day, alternating between a northern and southern California city.

Members are chosen from all sizes of firms. The following characteristics are sought in members of the Administrative Committee:

- Knowledge of SSARS through experience in performing compilation and review services.
- Current knowledge of accounting and auditing pronouncements through experience in accounting or attest services.
- Knowledge of income and estate tax laws and procedures through experience in tax preparation services.

## QUALIFICATIONS COMMITTEE

The 14-member Qualifications Committee acts as an advisory committee and assists the Board in its licensure activities by reviewing the accounting and attest experience of applicants for licensure and making recommendations to the Board. This responsibility includes conducting work paper reviews, with the applicant or employer present to respond to inquiries. These procedures are designed to verify that the responses provided on the Board's *Certificate of Attest Experience* forms concerning the applicant's attest experience are appropriate and that the requirements for licensure have been met.

Members are chosen from all sizes of firms and represent a balance from both the northern and the southern part of the state. The following characteristics are sought in members of the Qualifications Committee:

- Regularly sign attest reports and have extensive experience in performing audits and reviews in a variety of industries.
- Typically have a minimum of ten years' experience, are a partner or equivalent, and have strong familiarity with accounting and auditing pronouncements.
- Completion of the 24-hour Accounting & Auditing continuing education requirement for each license renewal cycle.

The committee meets four times a year, generally for one day, for a total commitment of approximately four to six days annually.

If membership in either committee interests you, submit a letter of intent with a résumé or *curriculum vitae*, including your CPA license number and the name of the committee in which you are interested.

Please mail your letter of intent and résumé to:

Executive Office  
California Board of Accountancy  
2000 Evergreen Street, Suite 250  
Sacramento, California 95815-3832

As an alternative, you may submit your letter of intent and résumé as attachments via e-mail directly to [srodriguez@cba.ca.gov](mailto:srodriguez@cba.ca.gov). Please do not submit any documents with macros.

Letters of intent with résumés are requested no later than October 31, 2008.

Each committee chair will interview qualified applicants and make recommendations to the Vice President of the Board. If an applicant is recommended for appointment, that name will be placed on the agenda for adoption by the Board at its November meeting.

If you have additional questions about committee responsibilities, committee member qualifications, or the appointment process, please telephone Susan Rodriguez of the Board's staff at (916) 561-1786 or e-mail her at [srodriguez@cba.ca.gov](mailto:srodriguez@cba.ca.gov).

September 2008